

SFY 2012-13 Performance Contract Reports/Data Requirements							
Requirement	DMH/DD/SAS Report Contact	LME Actions)	Reporting Schedule	Guidelines & Reports	Legislative citation for the requirement to collect the information or Allocation letter.	Description of how DMH staff uses the information.	Who uses the summary information/report.
1. Quarterly Fiscal Monitoring Reports 2. Financial Status Reports 3. Non-UCR Reporting	Jay Dixon Budget and Finance Team 3013 Mail Service Center Raleigh, NC 27699-3013 (919) 733-7013 Jay.Dixon@dhhs.nc.gov	1. LME submits a quarterly fiscal monitoring report by the 20th of the month following the end of the quarter. Reports are accurate and complete and received by the due date. 2. LME submits a FSR on a monthly basis requesting reimbursement for funds having been expended and recorded in the accounting records of the LME. Funds requested on the FSR must be supported by an allocation letter and be outside of UCR.	Quarterly	Audits for all LME's are required to go to the Local Government Commission for Review and Approval.	Financial Status Report required by APSM 75-1, T10:14C.1102, report requested by the DHHS Controller's Office.	The data is monitored to determine if revenues are exceeding expenditures. It also assists the budget office in determining whether an LME needs some level of financial monitoring.	Budget Office
SAPTBG Compliance Report	DeDe Severino Quality Management Team (919) 733-0696 dede.severino@dhhs.nc.gov	LME submits a semi-annual SAPTBG Compliance Report by the 20th of the month following the end of the semi-annual (6 month) period (usual due dates are January 20th and July 20th). Reports are accurate and complete, show at least 48 hours of Synar activity for the reporting period, and are received by the due date.	Semi-annually	The SAPTBG Reports available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/statpublications/Reports/Financialandstatisticalreports/BlockGrants/index.htm SAMHSA Synar report includes NC data: http://www.samhsa.gov/prevention/2011-Annual-Synar-Report.pdf Reporting activities should have impact on DHHS Heathly NC 2020 data: http://www.publichealth.nc.gov/hnc2020/	NC General Statute 122C-115.4	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office
Substance Abuse/Juvenile Justice Initiative Monthly Report	Sonya Brown Justice Systems Innovations Team 3008 Mail Service Center Raleigh, NC 27699-3008 (919) 715-2771 Sonya.Brown@dhhs.nc.gov	LME submits a monthly Substance Abuse/ Juvenile Justice Initiative Report. Reports are accurate and complete and are received by the due date.	Quarterly	Monthly Reports are submitted electronically at https://uncg.qualtrics.com/SE/?SID=SV_bliZdPpOQa6IEi8 Reports available on DMH/DD/SAS website: http://turninglivesaround.org/docs/jjsamhnp_20112012_annual_report.pdf	NC General Statute 122C-115.4	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office
Work First Initiative Quarterly Reports	Starleen Scott Robbins Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Starleen.Scott-Robbins@dhhs.nc.gov	LME submits a quarterly Work First Initiative Report by the 20th of the month following the end of the quarter. Reports are accurate and complete and are received by the due date.	Quarterly	Work First Initiative information is on the DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/women_child_SA/NC_Work_First/index.htm	NC General Statute 108A-25.2; G.S. 108A-29.1; NC DSSFNS 290	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office
Client Data Warehouse (CDW) 1) Screening Record 2) Admissions 3) ICD-9 Diagnosis 4) Unknown Data (admissions) 5) Unknown Data (Discharges) 6) Identifying & Demographic Records 7) Drug of Choice 8) Episode Completion	Jeannette Barham Information Systems Team 3019 Mail Service Center Raleigh, NC 27699-3019 (919) 733-4460 Jeannette.Barham@dhhs.nc.gov	LME collects & submits CDW information by the 15th of the month (1 quarter lag time). All data entered in required fields and contain value other than "unknown." 6. LME collects and submits required Client Data Warehouse (CDW) record types by the 15th of each month (1 quarter lag time). Open clients who are enrolled in a target population and receive a billable service will have a completed identifying record (record type 10) and a completed demographic record (record type 11) in CDW within 30 days of the beginning date of service on the paid claims record. 7. LME collects and submits required Client Data Warehouse (CDW) record types by the 15th of each month (1 quarter lag time). A drug of choice record (record type 17) is completed within 60 days of the beginning date of service for clients enrolled in any of the following target populations: ASDHH, ASCDR, ASCJO, ASDSS, ASDWI, ASHMT, ASWOM, CSSAD, CSWOM, CSCJO, CSDWI, CSMASJ. 8. LME collects and submits required Client Data Warehouse (CDW) record types by the 15th of each month (1 quarter lag time). LME must submit discharge record (12) for clients that does not show any activity in 60 days or must follow CDW flow chart.	Quarterly	CDW Reporting Requirements Manual website: http://www.ncdhhs.gov/mhddsas/statpublications/Publications/CDW/cdwtechspecsv1.12.pdf Reports available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/CDW/index.htm	NC General Statute 122C-115.4. APSM 70-1.	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office; NC Legislature; Federal Reporting
NC-TOPPS Initial & Update Interviews	Jennifer Bowman, Quality Management Team (919) 733-0696 Jennifer.Bowman@dhhs.nc.gov	LMEs are responsible for assuring that service providers conduct Initial and Update Interviews at appropriate intervals with consumers who qualify for NC-TOPPS.	Quarterly	NC-TOPPS Guidelines and Dashboard is available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/NCTOPPS/index.htm	NC General Statute 122C-115.4.	Report is submitted to federal office as part of block grant reporting	DMH Office; DMA Office; Secretary's Office; NC Legislature; Federal Reporting
National Core Indicators (NCI) Consents and Pre-Surveys	Maria Fernandez, Quality Management Team 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 733-0696 Maria.Fernandez@dhhs.nc.gov	LME, through providers, annually submits a consent form, a pre-survey and a list of addresses for the family mail survey for each person selected to participate in the adult consumer surveys and a list of addresses for the family surveys for the NCI project within the specified timeframes. All submissions are complete and submitted by the due date.	Annually - Fourth Quarter	DM/DD/SAS-Community Policy Management Section annually sends correspondence to LMEs explaining the NCI process and what is required (e.g. database, consent forms, pre-surveys, refusal forms, and names and addresses of legal guardians/family members). For reports go to the National Core Indicator website: http://www.nationalcoreindicators.org/	NC General Statute 122C-115.4.	Data is sent to HSRI as a part of the NCI national project. Measures are generated as a part of the CAP-MR/DD Waiver project from data.	DMH Office; DMA Office; Secretary's Office; Office of Disability and Health; NC Council of Community Programs; NC Legislature; Federal Reporting.
NC Support Needs Assessment Profile (NC-SNAP)	Regina Blalock, Murdoch Center Specialized Services PO Box 3000, 1600 East C Street Butner, NC 27509 (919) 575-1070 Regina.Blalock@dhhs.nc.gov	LME, through providers, collects and enters annual NC-SNAP assessments into the NC-SNAP web base application for all consumers receiving DD services and initial contact NC-SNAP assessments for all consumers waiting for DD service.	Quarterly	NC-SNAP information is available of the DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/providers/NCSSNAP/index.htm	NC General Statute 122C-115.4.	The NC-SNAP measures an individual's level of intensity of need for developmental disabilities (DD) supports and services.	DMH Office; Secretary's Office; NC Legislature; Federal Reporting
Consumer Perception of Care Survey (CPCS)	Judy Boone, Information Systems - Systems Operations 3004 Mail Service Center Raleigh, NC 27699-3004 (919) 733-4460 Judy.Boone@dhhs.nc.gov	The LME shall ensure that its providers collect and submit complete information of consumers as required by the DHHS policy, on a timely manner. The LME shall provide information and support to its providers to encourage use of data collected by LME and DHHS for improvement of service quality.	Annually - Third Quarter	DMH/DD/SAS-Community Policy Management Section annually sends correspondence to LMEs providing instructions for submitting the surveys. Reports available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/statpublications/Reports/DivisionInitiativeReports/communitysystems/index.htm	NC General Statute 122C-115.4.	Report is submitted to federal office as part of block grant reporting	DMH Office; Secretary's Office; NC Legislature; Federal Reporting

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Access to Care Report	Lee Lewis Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Contactdmhquality@dhhs.nc.gov	LME maintains a log for each request for service and submits a quarterly report showing the number of persons requesting services, the number that are determined to need emergent care, and the number for which access is provided within the target time standard.	Quarterly	Reports available on DMH/DD/SAS website: http://www.ncdhhs.gov/mhddsas/statspublications/Reports/DivisionInitiativeReports/communitysystems/index.htm	NC General Statute 122C-115.4.	Data is used in the Community Systems Progress Report on a quarterly basis.	DMH Leadership; Internal staff.
System of Care Report	Hope Jones Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Hope.Jones@dhhs.nc.gov	LME submits a quarterly System of Care Report by the 15th of the month following the end of the quarter.	Semi-annually	SOC information: http://www.ncdhhs.gov/mhddsas/services/serviceschildfamily/index.htm	NC General Statute 122C-115.4.	Data is used in the System of Care Year end Activity report. In addition the data is reported as a part of the MH Block Grant	DMH Leadership; Internal staff.
1. Three Way Contract 2. Hospital Bed Day Census Report	Kent Woodson Budget and Finance Team 3013 Mail Service Center Raleigh, NC 27699-3013 (919) 733-7013 Kent.Woodson@dhhs.nc.gov	Hospitals submit the hospital weekly bed day census information.	Weekly	Recent reports are not available on the web but are available upon request.	NC General Statute 122C-115.4.	Captures service length and amount expended by hospital.	Budget Office; DMH Leadership; Secretary's Office.
1. Mobile Crisis Services 2. Walk In Reports	Art Eccleston Office of Clinical Policy DMH/DD/SAS (919) 733-7011 Contactdmhquality@dhhs.nc.gov	LMEs are responsible for submitting to DMH/DD/SAS service and expenditure/staffing reports from their Mobile Crisis Management and Walk-In Crisis providers. DMH/DD/SAS's Office of Clinical Policy incorporates these reports into databases, which are analyzed and reviewed by the Crisis Services Coordinating Group.	Semi-Annually	Recent reports are not available on the web but are available upon request.	Allocation letters are sent out every 6 months.	Captures number of service events, level of intensity, where referrals come from.	DMH Leadership.
NC-START & Crisis Respite	Vivian Leon Developmental Center Team Division of State Operated Healthcare Facilities (919) 855-4700 Vivian.Leon@dhhs.nc.gov	NC-START Teams collect data and submit to the regional host LME who submits it to DMH/DD/SAS and Vivian Leon; DSOHF; Crisis Services section of DMH/DD/SAS; data entered into the NC START database which provides a quarterly and annual summary.	Quarterly	Legislature provides only general information on data required for report. Reporting requirements are outlined in the original host LME allocation letter. Website: www.ncdhhs.gov/mhddsas/services/crisisservices/ncstart.htm	Allocation letters are sent out on an annual basis from the Budget Office. NC START data is submitted to LME through Provider agencies.	Captures number of service events, level of intensity, where referrals come from, etc.	State Operated Healthcare Facility Staff. DMH Staff. Trend analysis is sent to the LME/Host Program.
LME Crisis and Inpatient Quarterly Report	Art Eccleston Office of Clinical Policy DMH/DD/SAS (919) 733-7011 to Patsy.Coleman@dhhs.nc.gov and Art.Eccleston@dhhs.nc.gov	LMEs shall report efforts and activities (i) to reduce the need for acute care inpatient admissions for patients with a primary diagnosis of a mental health disorder, developmental disability, or substance abuse disorder and (ii) to reduce the number of patients requiring three or more episodes of crisis services.	Quarterly	Reports can be found at: http://www.ncdhhs.gov/mhddsas/statspublications/Reports/reports-generalassembly/index.htm	SL 2012-128 SB 347	To review the LME-MCO efforts to decrease the number of persons with multiple crisis events and manage utilization of inpatient level of care.	DMH Leadership and General Assembly.
Geriatric Adult Mental Health Specialty Team Quarterly Report	Debbie Webster Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Debbie.Webster@dhhs.nc.gov	All funded LMEs submit quarterly reports from GAST programs.	Quarterly	Recent reports are not available on the web but are available upon request.	Senate Bill 1148.	Tracking program expenditures per LME, number of facilities served, and the number of trainings and consultations provider per facility	DMH Leadership. Internal staff.
PATH Quarterly Report	Debbie Webster Best Practice Team 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 Debbie.Webster@dhhs.nc.gov	All funded LME's submit the PATH Quarterly Reports from the PATH Provider.	Quarterly	Recent reports are not available on the web but are available upon request. SAMHSA PATH Reports: http://pathprogram.samhsa.gov/Path/ProgramInformation.aspx	NC General Statute 122C-115.4. PATH Grant reporting requirements. SAMHSA requirement.	Tracking program expenditures, number of persons served, housed and transitioned to community mental health services for each team	DMH Leadership. Internal staff.
LME Complaint Report	Glenda Stokes Advocacy and Customer Services 3009 Mail Service Center Raleigh, NC 27699-3009 (919) 715-3197 Glenda.Stokes@dhhs.nc.gov	The LME submits the complaint reports 5 months after the Quarter in which data is collected. The reports are due to DMH/DD/SAS on February 20, May 20, August 20 and November 20.	Quarterly	Recent reports are not available on the web but are available upon request.	NC General Statute 122C-115.4. 10A NCAC 27G .0609	Looks at LME performance trends. Summary of LME activities reported concerning complaints and consumer rights.	DMH Office; Available for LMEs
DD Wait List	Sandy Ellsworth 3005 Mail Service Center Raleigh, NC 27699-3005 (919) 715-2774 sandy.ellsworth@dhhs.nc.gov	The LME submits demographic and service-related information on individuals who are waiting for I/DD services.	Quarterly	Recent reports are not available on the web but are available upon request.	NC General Statute 122C-115.4	Information is used to determine I/DD service needs.	DMH leadership; DD Council; Legislature; LMEs.
Incident Response Improvement System	Glenda Stokes Advocacy and Customer Services 3009 Mail Service Center Raleigh, NC 27699-3009 (919) 715-3197 Glenda.Stokes@dhhs.nc.gov	The LME is responsible for monitoring the provider's response to the incident to ensure that necessary steps have been taken to protect the individuals involved in the incident and to minimize the occurrence of future incidents.	Quarterly	DMH and LMEs have access to reports through IRIS.	NCGS 122C-25, 122C-112.1, and 143B-139.1	Information is used to monitor health and safety issues.	DMH Office; Available for LMEs
TBI Quarterly Reports	Jan White Prevention and Early Intervention Team 2021 Mail Service Center Raleigh, NC 27699-3004 (919) 733-0696 Jan.White@dhhs.nc.gov	LMEs report on TBI dollars spent and categories of how it was spent.	Quarterly	Recent reports are not available on the web but are available upon request.	NC Senate Bill 704	Information is used to report data to the Brain Injury Advisory Council and to monitor performance of the use of services.	DMH Leadership. Brain Injury Advisory Council